DCDS Reports

Employee Reports - C HR - 336 - Equipment Usage

Purpose: The Equipment Usage Report displays equipment usage for a department, agency, TKU, pay period end date

by person.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Equipment Usage screen is accessed through the <u>Reports</u>, Employee Data Collection, <u>C</u> - Equipment

Usage items on the menu.

B. The following detail is displayed:

Equipment Number

Start Date

End Date

Hours

State of Michigan	
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DCDS Reports

Information	•
(Continued)	

- Start Meter (beginning number of miles reported)
- End Meter (ending number of miles reported)
- Personal Mileage
- Coding Block Elements
- Pay Period (PP) Total Hours
- Pay Period (PP) Total Mileage
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved
- C. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

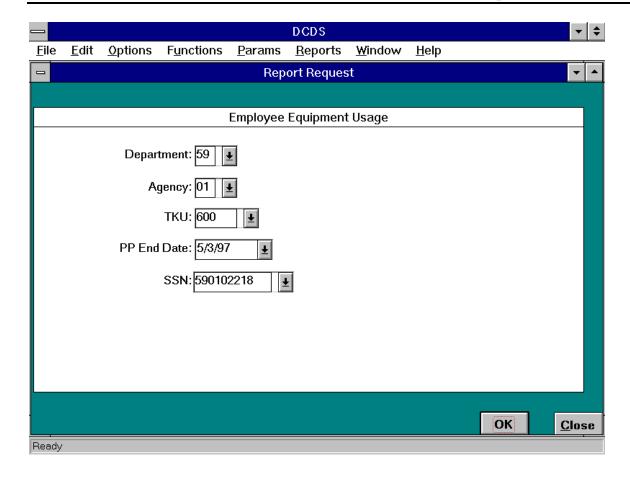
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Section 16.12: Employee

DCDS Reports



Report Request Screen

To display the Report Request screen for the Employee Equipment Usage report, select the Reports menu item from the Menu bar and click on the Employee Data Collection menu item. From the cascading menu, click on \underline{C} - Equipment Usage menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Equipment Usage Report.

The user's Department, Agency, TKU, SSN and the current Pay Period End Date display. To display information for a previous pay period end date, enter or select the appropriate pay period end date. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line for the employee. The printed report is displayed on the next page in which all fields can be viewed.

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DCDS Reports

HR-336 - Employee Equipment Usage

HR – 336	MAIN HUMAN RESOURCE SYSTEM EQUIPMENT USAGE REPORT		RUN DATE: 10/09/1997 07:31:29 PAGE 1 OF 1	
DEPARTMENT: 59 DEPARTMENT OF TRANSPORTA	ANSPORTATION		PAY PERIOD END DATE: 09/06/1997	
AGENCY: 01 CENTRAL OFFICE			PAY PERIOD NO: 19	
TKU: 601 CLIO PROJECT OFFICE				
NAME: CHARLEY, BARTON E	SSN: 590-10-1910		APPOINTMENT DATE: 01/19/1981	
EQUIPMENT START DATE END DATE HOURS START M	ETER END METER PER	RSONAL AY INDEX	PCA GRANT PHASE AG1 PROJE	CT PHASE AG2 AG3 MULTI STD
ACEGIK1234 09/06/1997 09076/1997 95.0	100.0 350.0			
PP TOTAL – HOURS: 95.0	PP TOTAL - MILEAGE:	:		
SIGNATURE				
SUBMITTED BY: T_DEPT99 DATE SUBM	ITTED: 10/08/1997	APPROVED BY:	DATE APPROVED:	

State of Michigan

Issue Date: March 26, 2001